### How to Enter the NPHPSP Assessment Responses

**Tip***! Do not use the Back or Forward browser buttons, and turn off any popup blockers on your web browser.*

1. Go to http://www.NPHPSP-results.org/TakeSurvey/.

2. Survey instructions should come up on your computer screen.  Print the instructions and close. Click on the Begin Survey link.

3. Enter the survey number and password, then click on the submit button. These are:
    - **Local tool**          Survey number: 780          Password: 780
    - **State tool**          Survey number: 790          Password: 790
    - **Governance tool**   Survey number: 820          Password: 820

4. Type your assigned User ID and type in a self-selected password, and then click on the submit button.

    **Tip!** You choose your own password the first time you log in.  It must include a combination of both numbers and alphabetical letters, but it does not need to be case sensitive.

5. Use your mouse and click on the drop-down menu and make your selection for which section you would like to answer.  Sections do not need to be responded to in numerical order.
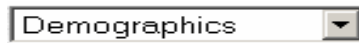
    | Demographics ▼ | ← The drop-down menu looks like the picture shown to the left.

    **Tip!** Once a page is displayed, you have 20 minutes to enter your responses, save the information and/or select a section before being automatically logged out of the system.  When 18 minutes have expired, a warning message will pop up.  You can log back in at any time by clicking on the *Log in* link on the left navigation menu.  A pop up window will appear for you to enter your log in information.  Your answers will not be lost.

6. When entering responses in Essential Public Health Services 1-10 sections, please remember:
    - Have a full set of hard copy responses in front of you, which you transfer to the online system.
    - Save responses at any time.
    - Validation of your responses (e.g., when the system checks for missed questions) is only performed when you press the Fully Submit button.

    **Tip!** After saving your responses, you must wait until the system returns to the "Section Selection" screen before proceeding.  This may take a few moments.  Please be patient.

    **Tip!** If your response to a question is Yes, High Partial or Low Partial and this question has sub-questions, responses are required for each sub question under that question.   If your response to a question is No and there are sub-questions, please do **NOT** select a response for a sub-question.

7. When entering responses in the Demographics and Evaluation sections:
    - Fill in a response for each question.
    - Validation is performed during your attempt to save.  Each time you save, you will have 20 additional minutes to enter information before the system times out.   Please save frequently.

8. Once you have completed all sections, press the "Survey Fully Completed" button.  At this time you may receive an error message reminding you of any questions that you may not have answered or if you answered a question in a way that confuses the system.

    **Tip!** Please keep the hard copies of all of your responses handy so that you can correct any errors that the system identifies after you press the "Survey Fully Completed" button.

9. Once you press the final "submit" button, an automated process will begin to generate a report of results.  Within 48 hours, you will be able to download your final report from the following URL: http://www.NPHPSP-results.org/TakeSurvey/reports/login.asp.  Type in the survey login and password and your jurisdiction-specific User ID and self-selected password.  You will arrive at a screen that gives options for downloading a report narrative, charts and graphs, and spreadsheets with data.